



Caribisch Nederland
Belastingdienst

User Manual

Belastingdienst Caribisch Nederland

Online Collective Wage Sheet

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Introduction

According to the Belastingwet BES (Taxation Law BES) in the month of January all who have a duty to keep an administration will have to submit a declaration to the inspector concerning the persons who have been employed by the company in the past year, including directors, members of the supervisory board and persons, which do not work in another manner than based on provision. In the same month the company should also submit a declaration concerning third parties, which in the past year, other than under employment, have executed activities and services for the company. In the event the company does not, not timely or not completely submit the declaration as meant above, this will constitute an omission for which the inspector can give him/her a penalty. For more detailed information concerning the declaration obligations of the company with the duty to keep an administration, we do refer you to section 8.87 of the Taxation Law BES (Belastingwet BES).

For whom

According to the Belastingwet BES companies with the duty to keep an administration are:

- a. natural persons who have a company or execute a profession,
- b. natural persons who are withholding agents,
- c. entities.

For more detailed explanation and requirements concerning the administration obligation we refer you amongst others to section 8.86 of the Taxation Law BES (Belastingwet BES).

Submit a declaration at the Belastingdienst Caribisch Nederland

Belastingdienst Caribisch Nederland has developed an online Collective Wage Sheet Wizard BES (Verzamelloonstaat Wizard BES) for the submission of the declaration of employees and non-employees. This Wizard, as of the return for 2011, will replace the (offline) Collective Wage Sheet Wizard from the Inspector of Taxes N.A. (Inspectie der Belastingen N.A.), which has been used until now. By means of this Wizard the employer can submit a Collective Wage Sheet in a simple manner. Hereby certain revisions are executed in order to give the employers as much feedback as possible concerning complications when processing the collective wage sheet. The new Collective Wage Sheet Wizard BES is available on the website of the Belastingdienst via a secured portal. Submission of the Collective Wage Sheet, and possible corrections on this, happens completely online. Via the portal and the Wizard, the employer can also review the online status information concerning the processing of submitted Collective Wage Sheets.

For questions concerning this process, the access to the portal, the use of the online Collective Wage Sheet Wizard BES or for an example of a correct csv file which can be read, we would like to invite you to contact Michèle Knuf at +599701-6927 or verzamelloonstaat@belastingdienst-cn.nl

1.1 Logging in

To fill out the collective wage sheet online, employers should go to the **online verzamelloonstaat** via the website of BCN.



You can log in by using a username and password. These are personal, for each user, and assigned by BCN.

After starting up the Application, the user can log in as follows:

- 1) Fill out the Username, as handed out to the employer by BCN,
- 2) Fill out the Password, this is also handed out to the employer by BCN, and
- 3) Click on Log In

In case the user forgot his/her password, the contact person, Michèle Knuf, can be contacted.

1.2 Declaration employment- Collective Wage Sheet

In order to submit a collective wage sheet, a declaration must be made first. This can be done in the sub tab **Mijn verzamelloonstaten** (1) by activating the task **Opgave dienstbetrekkingen-Verzamelloonstaat** (2) under **Mijn taken**.

The screenshot shows the 'Mijn verzamelloonstaten' tab selected. Below the navigation bar, there is a section titled 'Verzamelloonstaten overzicht' with a sub-header '2 van de 2 resultaten'. A table lists two declarations:

Dossiernummer	Dossienaam	Type	Status	Huidige versie	Kanaal van binnenkomst	Dossierstatus
1752	[blurred]	Verzamelloonstaat	Actief	1	Electronisch	In bewerking
1750	[blurred]	Verzamelloonstaat	Actief	1	Electronisch	In bewerking

On the right side, under 'Mijn taken', the task 'Opgave dienstbetrekkingen - Verzamelloonstaat' is listed and circled with a red box and a '2' icon.

The first step of this task is to indicate for which tax year the Collective Wage Sheet will be submitted. This can be done by filling out the year at **Belastingjaar**.

The screenshot shows the 'Opgave dienstbetrekkingen - Verzamelloonstaat' task form. At the top, there are buttons for 'Opnieuw' and 'Annuleren'. The main heading is 'Voor welk belastingjaar wilt u de verzamelloonstaat indienen?'. Below this, there is a text input field labeled 'Belastingjaar: *' which is circled with a red box. At the bottom right, there is a 'Volgende' button.

During the second step the address information of the company has to be filled out.

The screenshot shows the second step of the task form, titled 'Adres gegevens invoeren'. It contains several input fields for company address information:

- Handelsnaam: * [Bedrijfje2]
- CRIB Nummer: 303015251
- Straatnaam: * [Kaya Alkmaar]
- Huisnummer: * [23]
- Wijknaam: []
- Woonplaats: * [Kralendijk]
- Land: * [n]
- Eiland: * [3 - Bonaire]

At the bottom right, there is a 'Volgende' button.

By clicking on **Volgende** the Collective Wage File will be made.

1.3 Read File

Employees and third parties can read a CSV file all at the same time. More information concerning the CSV file and the specifications are described on <http://www.belastingdienst-cn.nl/bcn/nl/zakelijk/vanaf-belastingjaar-2011/loonbelasting/online-verzamelloonstaat>

To read a CSV file, the task **Bestand inlezen** (1) can be activated.

In the File read screen the CSV file can be uploaded by clicking on **Uploaden** (1) and by selecting the correct file.

By clicking on **Volgende** (2) the file will be read.

When the Application recognizes the CSV file and can read it correctly, the screen here below will be shown. Here the result of the processing (1) will be indicated.

Resultaat van de verwerking:	
Aantal regels ingelezen:	7
Aantal regels verwerkt:	2
Aantal regels niet verwerkt:	5

In case the Application does not recognize the person's information within the CSV file, a message will appear. Herein can be indicated if the user wants to manually change or remove the data. It is important that when the data is removed, that these really are removed. When the user wants to have this data recorded correctly, he will have to fill this out once again separately.

1.4 Filling out employee

The employer should indicate in the Collective Wage Sheet all persons from whom loonbelasting is charged. There are three types of persons for whom the employer can pay loonbelasting.

- *Employee (Werknemer)*, this is the person who is employed by the company.
- *Anonymous employee (Anonieme werknemer)*, this is the person who is employed by the company but of the employer does not have identification documents of this.
- *Third party (Derde)*, this is a company which or an individual who invoices the employer (contractor).

These persons should be entered out separately. To fill out an employee, the task **Werknemer opvoeren** (1) should be activated.

In the Werknemer fill out screen the following data is requested:

- *Persoonsgegevens werknemer* (Personal information employee).
- *Burgerlijke staat* (Civil status), when Ongehuwd (Single) is filled out, the questions concerning partner will be skipped.
- *Loongegevens*.
- *Loonbelasting*.
- *Dienstverband toevoegen* (Add employment), when yes is selected here, you will be directed directly to the screen to add employment as described in 5.5. Dienstverband opvoeren (Add employment).
- *Afronden* (Finalize), by clicking here the employee can be registered in the collective wage sheet.

1.5 Adding an Anonymous Employee

An Anonymous Employee is an Employee who is employed by the Employer, but from whom the Employer does not have identity information or does not know which other paid activities the Employee also executes.

To fill out an Anonymous Employee, the task **Anonieme werknemer opvoeren** (1) has to be activated.

The screenshot shows the 'Mijn verzamelloonstaten' page. On the left, there's a sidebar with 'Werkgever informatie' expanded, showing 'Anonieme werknemers' selected. The main area displays 'Werkgever informatie' with fields like 'Belastingjaar: 2011', 'CRIB Nummer: 303015251', 'Handelsnaam: Bedrijfje2', 'Straatnaam: Kaya Alkmaar', 'Huisnummer: 23', 'Wijknaam:', 'Woonplaats: Kralendijk', 'Land: n', and 'Eiland: 3 - Bonaire'. On the right, the 'Mijn taken' sidebar lists tasks, with 'Anonieme werknemer opvoeren' highlighted and circled with a red '1'.

When filling out of the Anonymous Employee information, basically the same information is requested as described in 5.2 Filling out Employee whereby a number of fields are not mandatory.

The screenshot shows the 'Anonieme werknemer opvoeren' form. It has tabs for 'Opnieuw' and 'Annuleren'. The form is divided into sections: 'Persoonsgegevens (anonieme) werknemer' with fields for 'CRIB Nummer', 'Sedulanummer', 'Achternaam', 'Voornaam en initialen', 'Geboortedatum', 'Straatnaam', 'Huisnummer', 'Wijknaam', 'Woonplaats', 'Land', 'Eiland' (dropdown), 'Burgerlijke staat' (dropdown), 'Achternaam partner', 'Voornaam partner', 'Sedulanummer partner', 'Geboortedatum partner', 'Datum gehuwd', and 'Datum gescheiden'; 'Loon gegevens' with fields for 'Beroep', 'Loon: *', 'Verwervingskosten forfait', 'Werknemersdeel pensioenpremies', and 'Forfaitaire aftrek vfstf-fonds'; 'Loonbelasting' with 'Ingehouden loonbelasting: *'; and 'Dienstverband toevoegen' with a radio button for 'Wilt u een dienstverband toevoegen?: *' (Ja/Nee). A 'Afronden' button is at the bottom right.

In the **Anonieme werknemers** panel (1), anonymous employees can be viewed. For each employee a separate line is created (2). To view the employments, the dropdown arrow (3) can be clicked.

The screenshot shows the 'Mijn verzamelloonstaten' interface. On the left, a sidebar contains 'Werkgever informatie', 'Werknemers', 'Anonieme werknemers' (highlighted with a red box and number 1), and 'Versies overzicht'. The main area displays the 'Anonieme werknemers' panel. It contains a table with the following data:

Sedulanummer	CRIB Nummer	Achternaam	Beroep	Versienummer afgevoerd
1970070707		Smidt	Metselaar	
		Boom	Metselaar	

A red box highlights the first row (2). A dropdown arrow (3) is located to the left of the first row. On the right, a 'Mijn taken' sidebar lists various actions like 'Werknemer opvoeren', 'Anonieme werknemer opvoeren', 'Derde opvoeren', 'Bestand inlezen', 'Alles verwijderen', 'Intrekken', 'Verzamelloonstaat indienen', 'Werkgever info bijwerken'.

By clicking on a line the information of the concerning Employee can be shown.

In the screen here below can be seen that all information of the concerning Anonymous Employee is shown in the field (1). The **Terug** button (2) navigates the user back to the Anonymous Employees – panel.

The screenshot shows the detailed view of an anonymous employee. The 'Anonieme werknemers' panel is active. The form displays the following information:

- Sedulanummer: 1970070707
- CRIB Nummer:
- Voornaam en initialen:
- Achternaam: Boom
- Geboortedatum: 07-07-1970
- Straatnaam:
- Huisnummer:
- Wijknaam:
- Woonplaats:
- Land:
- Eiland:
- Burgerlijke staat:
- Sedulanummer partner:
- Voornaam partner:
- Achternaam partner:
- Geboortedatum partner:
- Datum gescheiden:
- Datum gehuwd:
- Beroep: Metselaar
- Verwervingskosten forfait:
- Werknemersdeel pensioenpremies:
- Forfaitaire aftrek vfst-fonds:
- Ingehouden loonbelasting: 345
- Versienummer opgevoerd: 1
- Versienummer afgevoerd:
- Loon: 6785

A red box highlights the entire form (1). At the bottom left, there is a 'terug' button (2) with a circular arrow icon.

1.6 Filling out Employment – Employee & Anonymous Employee

Registering the Employment of Employees and Anonymous Employees proceeds in an identical way. This can be done immediately after filling out by answering **Ja** on the question *Wilt u een dienstverband toevoegen?* However, this could also be done at a later stage via the Employee line.

Via the **Werknemers** or **Anonieme werknemers**-panel (1) Employees can be reviewed. When the Employment has not yet been added for the Employee, notifications will appear in front of the concerning line (2 & 3). To add an Employment you should click on the pencil icon (4).

By clicking on the Pencil icon the pop-up here below will appear. Here has to be chosen for **Dienstverband toevoegen** (1) to connect an employment to an employer.

In the next screen can be indicated when an Employee has been employed (1) and if it is relevant also when he/she has left the Employment (2).

There will also be asked if another Employment has to be filled out (3).

In the **Werknemers** panel now the connected Employment (1) is stated.

1.7 Filling out third party

A third party is a person who or a company which has executed services for the Employer, but does not appear on the payroll. This third party will send invoices to the Employer itself.

A third party can be filled out by clicking on the task **Derde opvoeren** (1).

The screenshot shows the 'Mijn verzamelloonstaten' interface. At the top, there are tabs for 'Informatie' and 'Verzamelloonstaat', with 'Verzamelloonstaat' selected. Below this is a sub-tab 'Mijn verzamelloonstaten'. The main area is divided into two sections: 'Werkgever informatie' on the left and a larger form on the right. The 'Werkgever informatie' section has a dropdown menu with options: 'Werknemers', 'Anonieme werknemers', and 'Versies overzicht'. The form on the right contains the following fields:

Werkgever informatie	
Belastingjaar:	2011
CRIB Nummer:	303015251
Handelsnaam:	Bedrijfje2
Straatnaam:	Kaya Alkmaar
Huisnummer:	23
Wijknaam:	
Woonplaats:	Kralendijk
Land:	n
Eiland:	3 - Bonaire

On the right side, there is a 'Mijn taken' sidebar with a list of tasks. The task 'Derde opvoeren' is highlighted with a red circle and a '1' in a small box next to it. Other tasks in the list include: 'Werknemer opvoeren', 'Anonieme werknemer opvoeren', 'Bestand inlezen', 'Alles verwijderen', 'Intrekken', 'Verzamelloonstaat indienen', 'Werkgever info bijwerken', and 'Werkgever info bijwerken'.

Filling out the third party's information proceeds basically as described in 5.2 *Werknemer opvoeren* whereby a number of fields are not required and a number of fields are not relevant.

The screenshot shows the 'Derde opvoeren' form. At the top, there are tabs for 'Informatie' and 'Verzamelloonstaat', with 'Verzamelloonstaat' selected. Below this is a sub-tab 'Mijn verzamelloonstaten'. The main area is divided into two sections: 'Derde opvoeren' on the left and a larger form on the right. The 'Derde opvoeren' section has a dropdown menu with options: 'Werknemers', 'Anonieme werknemers', and 'Versies overzicht'. The form on the right contains the following fields:

Derde opvoeren	
CRIB Nummer:	<input type="text"/>
Sedulanummer:	<input type="text"/>
(Achter)naam: *	<input type="text"/>
Voornaam en initialen:	<input type="text"/>
Geboortedatum:	<input type="text"/> dd-mm-yy
Straatnaam: *	<input type="text"/>
Huisnummer: *	<input type="text"/>
Wijknaam:	<input type="text"/>
Woonplaats: *	<input type="text"/>
Land: *	<input type="text"/>
Eiland: *	<input type="text"/>
Beroep:	<input type="text"/>
Betaling toevoegen:	<input type="text"/>
Wilt u een betaling opvoeren?: *	<input checked="" type="radio"/> Ja <input type="radio"/> Nee

At the bottom right, there is a blue button labeled 'Afronden'.

Within the **Derden/contractors** panel (1) filled out third parties can be viewed. For each third party there is a line (2), by clicking on the line all information of the concerning party/ contractor will be shown.

Behind the words **Derden/contractors** (1) there is a little flag above in the screen a notification (3). By clicking on the drop-down arrow on the left of the notification (4) the text there under will appear (5). As soon as the crib number is corrected and a payment has been connected to this person, the notification will disappear.

The screenshot shows the 'Mijn verzamelloonstaten' interface. At the top, there are tabs for 'Informatie' and 'Verzamelloonstaat', with 'Verzamelloonstaat' selected. Below this is a sub-tab 'Mijn verzamelloonstaten'. A notification box (3) is visible, containing two messages: '(1960060606): Cribnummer van de werknemer is niet (correct) opgevoerd.' and '(1960060606): Van deze derde zijn (nog) geen betalingen opgevoerd.' A dropdown arrow (4) is on the left of the notification box, and the text (5) is shown below it. Below the notification box is a table titled 'Derden/contractors' (1) with columns: Sedulanummer, CRIB Nummer, (Achter) naam, Beroep, and Versienummer afgevoerd. The table contains one row with the values: 1960060606, 32445623, Huisman, Metselaar. A pencil icon (2) is next to the row. On the right side, there is a 'Mijn taken' panel with a list of actions: Werknemer opvoeren, Anonieme werknemer opvoeren, Derde opvoeren, Bestand inlezen, Alles verwijderen, Intrekken, Verzamelloonstaat indienen, and Werkgever info bijwerken.

The screenshot shows the 'Mijn verzamelloonstaten' interface. At the top, there are tabs for 'Informatie' and 'Verzamelloonstaat', with 'Verzamelloonstaat' selected. Below this is a sub-tab 'Mijn verzamelloonstaten'. A table titled 'Werknemers' is visible, with columns: Sedulanummer, CRIB Nummer, Achternaam, Beroep, and Versienummer afgevoerd. The table contains one row with the values: 1970070707, Puk, Metselaar. Below the 'Werknemers' table is a table titled 'DV - Dienstverbanden' (1) with columns: ID, Sedulanummer, Datum in dienst, Datum uit dienst, and Versienummer afgevoerd. The table contains one row with the values: 3127, 1970070707, 11-04-2008. On the right side, there is a 'Mijn taken' panel with a list of actions: Werknemer opvoeren, Anonieme werknemer opvoeren, Derde opvoeren, Bestand inlezen, Alles verwijderen, Intrekken, Verzamelloonstaat indienen, and Werkgever info bijwerken.

Adding payment – Third party/ Contractor

Registering of a payment for third parties and contractors can be done immediately after filling out, by answering **Ja** on the question *Wilt u een betaling toevoegen?* However, this can be done at a later stage as well via the third party/contractor line.

To connect a payment to the third party this can be done via the **Derden/ contractors** - panel (1) by clicking on the Pencil icon (2) of the concerning third party.

The screenshot shows the 'Mijn verzamelloonstaten' interface. At the top, there are tabs for 'Informatie' and 'Verzamelloonstaat', with 'Verzamelloonstaat' selected. Below this is a sub-tab 'Mijn verzamelloonstaten'. A table titled 'Derden/contractors' (1) is visible, with columns: Sedulanummer, CRIB Nummer, (Achter) naam, Beroep, and Versienummer afgevoerd. The table contains one row with the values: 1970070707, Huisman, Metselaar. A pencil icon (2) is next to the row. On the right side, there is a 'Mijn taken' panel with a list of actions: Werknemer opvoeren, Anonieme werknemer opvoeren, Derde opvoeren, Bestand inlezen, Alles verwijderen, Intrekken, Verzamelloonstaat indienen, and Werkgever info bijwerken.

Because of this the pop-up here below will appear. By selecting **Betaling aan deze derde toevoegen** (1) a payment will be connected to a third party.

In the following screen, the date (1) and the amount paid (2) to the third party should be noted. As an extra option the executed activities/ and or given services can be noted (3). There will also be asked if you want to fill out another payment (4).

By clicking on **Afronden** the connection will be finalized.

1.8 Submitting Collective Wage sheet

When a user has filled out all data, he/she can submit the Collective Wage Sheet to BCN by activating the task **Verzamelloonstaat indienen** (1).

Immediately when the user decides to submit the collective wage sheet this will be submitted to BCN. The date on which the user clicks on **Afronden** on the task Collective Wage Sheet's screen, will be the date registered as the date of submission to BCN. Afterwards it is possible to take the version back and make corrections; however the user needs to be aware that BCN can see all versions which have been submitted.

It is also possible to submit the collective wage sheet with notifications. The application will not obstruct the submission because of the notifications; however these notifications can have consequences for processing the return at BCN. An incorrectly filled out collective wage sheet may have penalties as a consequence.

By activating the task **Verzamelloonstaat indienen** you will go to the next screen. Here has to be indicated whom the user is, by answering the question **Wie bent u?** (1).

The user can choose between:

- Intermediary/Representative.
- Employer itself.

Verzamelloonstaat indienen

Wie bent u? Kies een waarde Opnieuw Annuleren

Volgende

Mijn taken

- Werknemer opvoeren
- Anonieme werknemer opvoeren
- Derde opvoeren
- Bestand inlezen

Before finalizing the submission the Application will draw the user's attention to a compact summary (1) of the Collective wage sheet and the notification (2) that the user is about to submit this version.

Verzamelloonstaat indienen - overzicht

U staat op het punt om (deze versie van) de verzamelloonstaat in te dienen.

Indien u deze versie wilt indienen klik op Verder, het ontvangstbewijs volgt aansluitend.

Indien u deze versie (nog) niet in wilt dienen, annuleer deze taak door op Annuleren te klikken.

In te dienen versie: 1
Datum: 25-04-2012
Aantal werknemers en derden: 3
Totaal ingehouden loonheffing: 1566

Opnieuw Annuleren

Vorige Afronden

Mijn taken

- Werknemer opvoeren
- Anonieme werknemer opvoeren
- Derde opvoeren
- Bestand inlezen
- Alles verwijderen
- Intrekken
- Verzamelloonstaat indienen
- Werkgever info bijwerken

By clicking on **Afronden** this version will be submitted. Next the Application navigates the user to the **Versies overzicht** (1) panel, where the version is stated under the status **Ingediend** (2). Also the task **Correctie en- of aanvulling** (3) is now available. Herein the user can make a new version with corrections and additions.

Actief | Inactief

Versies overzicht

2 van de 2 resultaten

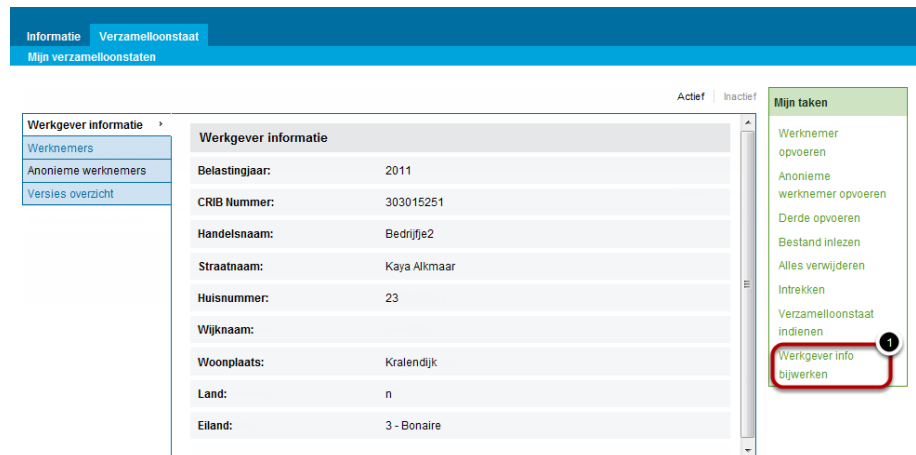
Id	Huidige versie	Datum ingediend	Aantal werknemers en derden	Totaal ingehouden loonheffing	Versie status	Datum overgezet	Overgezet door
3029	1	25-04-2012	3	1566	Ingediend		
3140	2	25-04-2012	3	1566	Ingediend		

Mijn taken

- Correctie en- of aanvulling
- Werkgever info bijwerken

1.9 Update employer information

When the information of the employer has changed, this can be updated by activating the task **Werkgever info bijwerken** (1).

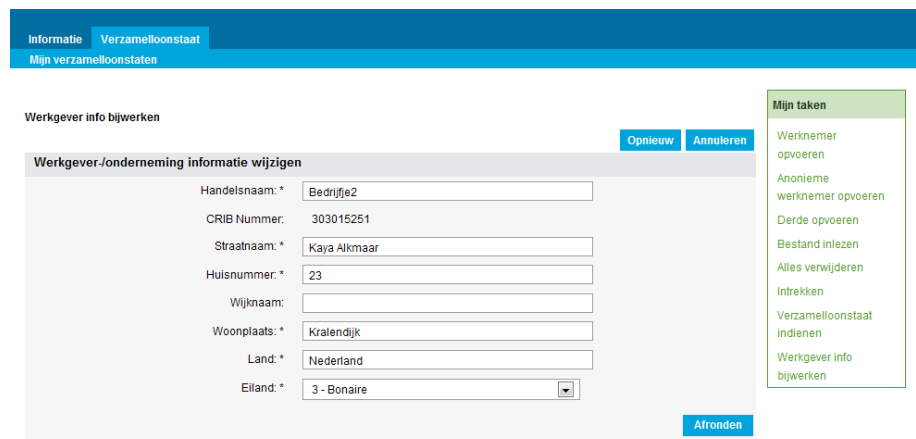


The screenshot shows the 'Werkgever informatie' screen. The top navigation bar has 'Informatie' and 'Verzamelloonstaat' tabs, with 'Mijn verzamelloonstaten' selected. The left sidebar has 'Werkgever informatie' expanded, showing 'Werknemers', 'Anonieme werknemers', and 'Versies overzicht'. The main area displays the following information:

Werkgever informatie	
Belastingjaar:	2011
CRIB Nummer:	303015251
Handelsnaam:	Bedrijfje2
Straatnaam:	Kaya Alkmaar
Huisnummer:	23
Wijknaam:	
Woonplaats:	Kralendijk
Land:	n
Eiland:	3 - Bonaire

On the right, the 'Mijn taken' sidebar lists various tasks. The task 'Werkgever info bijwerken' is highlighted with a red circle and a '1' in a black circle, indicating it is the next step.

In this task all data, except the CRIB number, can be changed. As the screen appears before clicking on **Afronden**, the data will be saved in the Application.



The screenshot shows the 'Werkgever info bijwerken' screen. The top navigation bar has 'Informatie' and 'Verzamelloonstaat' tabs, with 'Mijn verzamelloonstaten' selected. The left sidebar has 'Werkgever informatie' expanded, showing 'Werknemers', 'Anonieme werknemers', and 'Versies overzicht'. The main area displays the following form:

Werkgever info bijwerken

Werkgever-/onderneming informatie wijzigen

Handelsnaam: *

CRIB Nummer:

Straatnaam: *

Huisnummer: *

Wijknaam:

Woonplaats: *

Land: *

Eiland: *

Afronden

On the right, the 'Mijn taken' sidebar lists various tasks. The task 'Werkgever info bijwerken' is highlighted with a red circle and a '1' in a black circle, indicating it is the next step.

After finalizing the user will go back to the Collective Wage Sheet file.

1.10 Changing employee/ Anonymous employee

To change data of an employee or anonymous employee in a Collective Wage Sheet which has not yet been submitted, via the **Werknemers** or the **Anonieme werknemers** panel (1) can be navigated to the concerning employee. By clicking on the Pencil icon (2) you can choose to make changes.

The Employee change screen here below will appear. To change the employee information, it is necessary to click on **Werknemer Wijzigen** or when something of the Anonymous employee has to be changed, the user should select **Anonieme werknemer Wijzigen** (1). These options are selected as a standard.

By clicking on **Volgende** the current data will be shown.

These can be changed and will be saved when **Afronden** was clicked, where after the user will be navigated to the Collective Wage Sheet file.

1.11 Change employment

To change the employment there can be navigated to the Employee change screen according to the steps described in 6.1 *Change Employee/ Anonymous Employee*.

To change the employment, **Dienstverband wijzigen** (1) should be selected.

Seen that 1 person can have more than one employment, also has to be indicated which employment (2) this concerns.

By clicking on **Volgende** (3) you will go to the next screen where the employment can be changed. See here below.

After making the change(s), the user will return to the Collective Wage Sheet file.

1.12 Changing third party/contractor

To change the information of a third party/ contractor, navigate to the concerning employee via the **Derden/ contractors** panel (1). By clicking on the Pencil icon (2) the choice can be made to make changes.

To change the third party/ contractor information, **Derde/ contractor wijzigen** (1) has to be selected.

All open fields (1) can be changed. By clicking on **Afronden** (2) the changes will be processed and the user will return to the Collective Wage Sheet file. .

1.13 Change payment

To change the information of a payment of a third party/ contractor via the **Derden/ contractors** panel you can go to the Third party change screen as described in 6.3 *Derde/ Contractor wijzigen*. To change a payment **Betaling aan deze derde wijzigen** (1) and the correct **Betaling** (2) should be selected.

When the concerned payment has been selected, the information can be changed. By clicking on **Afronden** (2) the changes will be saved and will be returned to the Collective Wage Sheet file.

1.14 Withdraw

When a version of the Collective Wage Sheet's status is stated as *In behandeling* (In process), this can be withdrawn. The version of the Collective Wage Sheet then will be eliminated and automatically the previous version will remain submitted.

When the user is busy in version 2 and clicks on the task **Intrekken**, version 2 will be eliminated. At that moment this version will be withdrawn everywhere and not be usable anymore. In case the same tasks are activated while the user is busy with version 1, the Collective Wage Sheet will be eliminated completely. The Collective Wage Sheet file however will be available to view without tasks and with the phase **Inactief**. Thus, a new Collective Wage Sheet file has to be created.

When the task **Intrekken** has been activated, the Application will draw the user's attention (1) that he/she is about to withdraw the Collective Wage Sheet and what the consequences hereof could be. By clicking on **Afronden** (2) the collective wage sheet will be withdrawn and the user will return to the Collective Wage Sheet file in the **Inactief** phase.

1.15 Delete all

Inside the Application there can be chosen for the task **Alles verwijderen** (1). Hereby all data that is registered in the Collective Wage Sheet file will be deleted at once.

The Collective Wage Sheet file will continue to exist, however the versions will disappear. Which will result in an empty Collective Wage Sheet file.

The Application will give the here below notification (1) and the user's attention will be drawn to the fact that when clicking on **Afronden** (2) all data inside of the Collective Wage Sheet file will be deleted. Hereafter the deleted data will no longer be found. To discontinue the task **Annuleren** (3) can be clicked.

1.16 Delete Employee, Anonymous Employee and Third parties

Employees/Anonymous Employees and Third Parties can be deleted individually by using the Trash can icon. All employments or payments related to the concerning person will also be deleted by this action.

For Employees, Anonymous Employees and Third Parties this process happens in a similar manner. In this document we will go through the whole process of deleting an Employee. Based on this process deleting an Anonymous Employee and Third Party can be derived.

By clicking on the Trash can behind the concerning **Employee line (Werknemersregel)** (1) the action to delete an employee will be started.

The screenshot shows the 'Mijn verzamelloonstaat' interface. On the left, there's a sidebar with 'Werknemers' selected. The main area displays a table of employees. The first row is highlighted, showing 'Sedulanummer: 1970070707', 'CRIB Nummer', 'Achternaam: Puk', 'Beroep: Metselaar', and 'Versienummer afgevoerd'. A red circle with a '1' highlights the trash can icon next to this row. Below the table, there's a section for 'DV - Dienstverbanden' with a table showing 'ID: 3127', 'Sedulanummer: 1970070707', and 'Datum in dienst: 11-04-2008'. On the right, there's a 'Mijn taken' sidebar with various actions like 'Werknemer opvoeren', 'Anonieme werknemer opvoeren', etc.

Before the person will actually be deleted, the Application will give a notification first that the user is about to delete the persons data and with that also the corresponding employments. By clicking on **Afronden** (1) the person and the corresponding employments are being deleted.

The screenshot shows the 'Werknemer verwijderen' confirmation screen. It has a title bar with 'Werknemer verwijderen' and buttons for 'Opnieuw' and 'Annuleren'. Below the title bar, there's a 'Vraag' section with a yellow box containing the message: 'U staat op het punt om de persoons- en dienstverband(en) van de volgende werknemer te verwijderen.' Below this, there's a table with the employee's details: 'Voornaam en initialen: P', 'Achternaam: Puk', and 'Sedulanummer: 1970070707'. Another yellow box contains the message: 'Druk op Afronden om de geselecteerde persoon te verwijderen of op Annuleren om terug te keren naar het hoofdscherm.' At the bottom right, there's a red circle with a '1' highlighting the 'Afronden' button.

1.17 Delete employment

To delete an employment there will be navigated to the Employee change screen according to the steps described in 6.1 *Change Employee/ Anonymous Employee*.

To delete an employment, **Dienstverband verwijderen** (1) and the correct Employment (Dienstverband) (2) should be selected.

By clicking on **Afronden** the Application once again gives a notification that the user is about to delete the selected employment.

By clicking on **Afronden** in this screen the employment will be permanently deleted.

1.18 Delete payment

To delete a payment there will be navigated to the Third party change screen according to the steps described in 6.3. *Change Third Party/ Contractor*. To delete a payment, **Betaling aan deze derde verwijderen** (1) and the correct Payment (Betaling) (2) should be selected.

By clicking on **Afronden** the Application once again gives a notification that the user is about to delete the selected payment.

By clicking on **Afronden** in this screen the payment will be permanently deleted.

Correction and/or addition

when the Collective Wage Sheet has been submitted, the tasks **Correctie en- of aanvulling** (1) will be available.

This task can be used when the user wishes to make a correction or addition to the version which has already been submitted. By clicking on this task a new version will be created wherein the user can register the corrections and additions.

It is important to know that when a second or higher version (which always appears after the task Correction and/or addition) is submitted, this is always checked by an employee of BCN (in the BSCN system) to see if the newest version can and may be processed.

Correcting a Collective Wage Sheet will thus not happen unnoticed.

Id	Huidige versie	Datum ingediend	Aantal werknemers en derden	Totaal ingehouden loonheffing	Versie status	Datum overgezet door
3029	1	25-04-2012	3	1566	Ingediend	
3140	2	25-04-2012	3	1566	Ingediend	
3141	3	25-04-2012	3	1566	Ingediend	

When the task **Correctie en- of aanvulling** (1) is activated, the screen here below will appear. Here should be indicated if the user wants to start with an empty form or wants to continue with a form that has been submitted before (1). In case there has been chosen for the last option, the version the user wants to continue with (2) has to be selected.

By clicking on **Afronden** there will be returned to the Collective Wage Sheet file, where a new version has been created.

Here all tasks and versions with the status *In behandeling* are available.

Wat wilt u doen?

Opties:

- ☐ Beginnen met een nieuwe verzamelloonstaat
- ☒ Doorgaan met eerder ingediende verzamelloonstaat

Selecteer versie:

	Huidige versie	Datum ingediend	Ingediend door
<input type="radio"/> 1			
<input type="radio"/> 1		2012-04-25	Bedrijf 1
<input type="radio"/> 2		2012-04-25	Bedrijf 1
<input type="radio"/> 3		2012-04-25	Bedrijf 1

Afronden

Dossiernummer	Dossienaam	Type	Status	Huidige versie	Kanaal van binnenkomst	Dossierstatus
1752	Verzamelloonstaat	Verzamelloonstaat	Actief	1	Electronisch	In bewerking
1750	Verzamelloonstaat	Verzamelloonstaat	Actief	1	Electronisch	In bewerking

To go to the overview of the Collective Wage Sheet on the horizontal menu bar the **Verzamelloonstaat** tab (1) should be clicked, this tab indicates that the user is in a part of the Collective Wage Sheet. With this tab the user can also return to this start screen from every task or form. Under this tab there is also the sub tab **Mijn verzamelloonstaten** (2).

In the vertical menu 1 item is displayed. The item **Mijn taken** (3) shows tasks which are possible within the Companies portal. In this case it is **Opgave dienstbetrekkingen-Verzamelloonstaat**.

In the center of the screen there are Collective Wage Sheets (4) from the user. By clicking on the line the concerning Collective Wage Sheet will open.

When there are more Collective Wage Sheets, it could be desirable to rank them in a specific order. This can be done by clicking on the (blue) buttons of the table (5 & 6). For example by clicking on the button **Huidige versie**, all versions will be ranked ascending or descending.

Left above the overview a summary will be shown of the amount of lines shown or the total amount of lines (7).

Id	Huidige versie	Datum ingediend	Aantal werknemers en derden	Totaal ingehouden loonheffing	Versie status	Datum overgezet	Overgezet door
83	1	08-03-2012	3	18617	Ingediend		
279	2	08-03-2012	6	19217	Ingediend		
297	3	08-03-2012	3	19217	In bewerking		

When a Collective Wage Sheet is created, this will be named version 1.

When this version is submitted and a correction is made, the system will create a next version in which the corrections can be made.

In the **Versies overzicht** here will be indicated which version (1) is the Collective Wage Sheet and in which status (2) it is.

This is one of the most important panels considering that here is indicated which is the last version and in which status this version is.

The following statuses are available for the versions:

- *In bewerking*, in this status the version can be modified.
- *Ingediend*, when the version is submitted.
- *Ingetrokken*, when the version is withdrawn.

Icons and buttons

Here below the most used buttons are mentioned.



Volgende is used when the user wants to go to the next screen.

Afronden is used when the user wants to finalize a task.

Opnieuw is used when the user wants to fill out a task again.

Annuleren is used when the user wants to cancel the task completely.

For all date fields a calendar can be used. This can be recognized by the calendar icon (1). By clicking on this icon the calendar (2) will appear. In case after reading a csv file the date 01-01-1899 appears, this means that the date read was not filled out/specified correctly.

The bold formatted date (3) is the current date. To go to a different date, you can click on the concerning date. In case the date falls in another month, you can move, hereby using the little arrows (4 and 5).

1.19 Notifications

The Application has different notifications, to warn the user. Some notifications make sure that the user cannot proceed before the notification is solved. Other notifications are just for the user's information and the user will be able to continue.

Here below a blocked notification is shown. When this notification appears, the user will not be able to continue before the notification is solved. The notification always mentions which field it concerns and why the notification appears (1).

Voor welk belastingjaar wilt u de verzamelloonstaat indienen?

U kunt geen verzamelloonstaten over toekomstige belastingjaren opvoeren.

De volgende velden zijn niet of incorrect ingevoerd:
U kunt geen verzamelloonstaten over toekomstige belastingjaren opvoeren.

Belastingjaar: 2013

Notifications which are not blocking, look like shown here below:

- Above in the screen a horizontal Notification bar with a general notification appears.
- In the information column there is a little flag which indicates that there is a notification in the concerning panel.
- In the line to which the notification refers, there is a clickable broad notification.
- This notification can be solved by clicking on the Pencil icon and by correcting the information of the notification.

Verzamelloonstaat Nederlands

Alle meldingen (2)
Werknemers (2)

Werknemers

1 van de 1 resultaten

Sedulanummer	CRIB Nummer	Voornaam en initialen	Achternaam
1970101010		Jeroen H.	Boom

(1970101010): ID-nummer van de partner komt niet overeen met de geboortedatum.
(1970101010): Van deze werknemer zijn (nog) geen dienstverbanden opgevoerd

Dossier zoeken
Zoek een dossier op basis van het dossiernummer of de naam
Zoek

Mijn taken
Werknemer opvoeren
Anonieme werknemer
indienen
Werkgever info
bijwerken

1.20 Drop down arrows

The Application contains drop down arrows in different locations. These have been developed to make the screen clearer. By clicking on a drop down arrow (1), broader information (2) will appear.

Sedulanummer	CRIB Nummer	Voornaam en initialen	Achternaam	Beroep	Ingehouden loonbelasting
1970070707		Jeroen V.	Aannemer	Aannemer	633

1

AR - Betalingen aan derden

ID	Sedulanummer	Datum betaald aan derde	Bedrag betaald aan derde	Versienummer opgevoerd
138	1970070707	22-02-2012	16457	1

2

1.21 Number fields

When numbers are filled out in the Application, it is important to indicate these with a comma (,). Dots (.) will be ignored by the Application.

When for example there has to be written 2 dollars and 50 cents, this has to be written as 2,50 and not as 2.50, since that this will result in 250.

Loon: *